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ABSTRACT

The proper preparation of test materials for free scoring is described. An application form for receiving free scoring and ordering forms for the materials required for participation in the mandated testing program in grades 3, 5, 7 and 10 are included. Designed by the Kentucky Department of Education's Office of Research and Planning, the document is designed to help a school district in planning its testing program. Listed as a prime concern is the reduction of expenditures for education over the next five years, by design of a plan for scheduling tests and free-scoring retest students at given times in the academic year. (Author/CE)

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Educational Improvement Act Testing Requirements and Test Scoring Services 1981 - 1982

ED211574

Kentucky Department of Education
Raymond Barber, Superintendent of Public Instruction
Office of Research and Planning
Clyde Caudill, Head

TM 810 923

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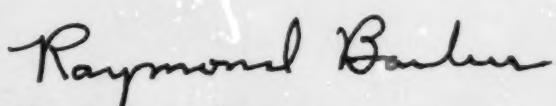
P R E F A C E

One of the major functions of the Kentucky Department of Education is to provide services to local school districts. This is especially true if those services contribute to the improvement of educational programs. Testing Services, located in the Office of Research and Planning, plays an important role both at the local level and on a statewide basis in program improvements.

Testing Services, through its relationship to implementation of the Educational Improvement Act and the scoring and interpretation of tests administered in the Commonwealth, provides valid and objective data with which to measure educational change. This is especially important today as we strive to improve the productivity of our educational system.

This publication is a part of the Department's total effort to bring timely and appropriate assistance to local school districts for better education throughout Kentucky.



Raymond Barber
Superintendent of Public Instruction

F O R E W O R D

The Kentucky Department of Education's Office of Research and Planning is responsible for coordinating all test scoring services. This includes the free scoring of the Comprehensive Tests of Basic Skills, the Short Form Test of Academic Aptitude, the General Aptitude Test Battery, and the Assessment of Career Development. The mandated Educational Improvement Act Testing is also under the jurisdiction of this Office.

The mandated testing program in grades 3, 5, 7, and 10 has in the past utilized the Comprehensive Tests of Basic Skills, Form S. The Diagnostic Mathematics Inventory and the Prescriptive Reading Inventory have been used in the fall testing cycle with students falling below established screening scale scores in order to obtain more specific information about the instructional needs of these students. Beginning in the spring of 1982, the Department will be administering and scoring the Comprehensive Tests of Basic Skills, Form U and the Test of Cognitive Skills. Since this is both a norm-referenced and a criterion-referenced test, it will no longer be necessary to administer the DMI and the PRI in the fall. The new test will yield diagnostic criterion data on all students. This will eliminate the mandatory retesting of students falling below any point. However, if a district chooses to retest students at either end of the continuum, the scoring will be available at no cost to the local district. This service will be available through the scoring service within the Office of Research and Planning. For these reasons, this fall will be the last time the DMI and PRI scoring service will be offered. This results in a reduction of expenditures for education as a whole over the next five years. More importantly, it results in more efficient use of time by both the teacher and students. This is by far the most important consideration.

This publication describes the proper preparation of test materials for free scoring. An application form for receiving free scoring and ordering forms for the materials required for participation are included. There are no materials that must be purchased for the mandated testing program in grades 3, 5, 7, and 10. The Department furnishes all necessary materials. We hope this document will assist you in planning your school district's testing program. The staff of the Office of Research and Planning is available to assist you in planning and developing your testing program on a request basis. We look forward to working with you.

Clyde Caudill, Head
Office of Research and Planning

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S C O R I N G S E R V I C E S 1 9 8 1 - 8 2

Tests serve as valuable tools in every educational system. The Kentucky Department of Education's interest in developing a test scoring program has been to assist school districts in the operation of a basic testing program. The tests to be free-scored are listed below.

1. Comprehensive Tests of Basic Skills, Form S (CTBS/S)

   This is the test formerly used in the mandated testing in grades 3, 5, 7, and 10. Beginning in the spring of 1982, the E.I.P. mandatory testing will utilize the Comprehensive Tests of Basic Skills, Form U. We will continue to score the CTBS/S in grades 1, 2, 4, 6, 8, 9, 11, and 12 for the school years 1981-82 and 1982-83. We are continuing this phase of the scoring service to allow local districts to utilize those testing supplies in stock. The Department will make every effort to continue scoring the CTBS/S for a period of time sufficient to allow you to use materials most efficiently. Should this time frame be inappropriate for your district, please notify the Office of Research and Planning. Every possible effort will be made to accommodate individual district needs.

   The present scoring service is for levels B, C, 1, 2, 3, and 4 of the CTBS/S. The CTBS/S levels 1, 2, 3, and 4 are a single answer sheet format. The Short Form Test of Academic Aptitude (SFTAA) can be scored on the same answer sheet.

2. Short Form Test of Academic Aptitude (SFTAA)

   As in the past, the Department will score the Short Form Test of Academic Aptitude (SFTAA) in conjunction with scoring the CTBS/S. Students will again utilize a section of the same answer sheet they use with the CTBS/S to take the SFTAA. Scoring regulations which apply to the CTBS/S apply to the SFTAA.

   The SFTAA can only be scored in conjunction with Form S of the CTBS in the voluntary scoring program. It can only be scored on the combination single answer sheet for the CTBS/S levels 1, 2, 3, and 4. It CANNOT be scored in conjunction with consumable booklets of the CTBS/S levels B, C and 1. The SFTAA CANNOT be scored in conjunction with Form U of the CTBS.

3. Comprehensive Tests of Basic Skills, Form U (CTBS/U)

The Comprehensive Tests of Basic Skills, Form U, along with its companion aptitude test, the Test of Cognitive Skills, will be utilized in the mandated testing program in grades 3, 5, 7, and 10. Specific details as related to testing requirements as mandated by the Educational Improvement Act of 1978 are included in the next section of this manual, "Educational Improvement Act: Testing Requirements."

The Department will have the capability of scoring all levels of the CTBS, Form U beginning March 1, 1982. The necessary computer software to score this test is to be purchased from CTB/McGraw-Hill. This is a part of the contract between the Department and CTB/McGraw-Hill for the purchase of CTBS, Form U for use in the mandated testing program in grades 3, 5, 7, and 10.

This will allow the Department to make CTBS, Form U available to voluntary testing grades (grades 1, 2, 4, 6, 8, 9, 11, and 12). The Department will not begin processing CTBS, Form U test documents until March 1, 1982. Because the scoring system is new, we are unable at present to estimate the number of tests from the voluntary testing which can be scored prior to the time it will be necessary to begin Educational Improvement Act mandated testing in grades 3, 5, 7, and 10.

4. Test of Cognitive Skills (TCS)

This is the appropriate companion aptitude test which can be administered in conjunction with Form U of the CTBS. The Department will have the capability of scoring levels 2, 3, 4, and 5 in conjunction with CTBS, Form U levels F, G, H, and I which are appropriate for grades 3 through 12. The TCS cannot be scored in conjunction with the "consumable booklets" format of the CTBS/U which includes the CTBS/U levela A through E.

5. General Aptitude Test Battery (GATB)

As in the past, the General Aptitude Test Battery (GATB) will be scored in grades 9, 10, 11, and 12 for any school which has a GATB authorized counselor to administer and interpret the test and which has a current test release agreement in effect. Scoring will only be available during the months of September through February. A list of those counselors presently authorized by the Bureau of Manpower Services, Department for Human Resources is on file in the Office of Research and Planning, Kentucky Department of Education.

6. Assessment of Career Development (ACD)

The Department will score the Assessment of Career Development (ACD) for grades 8 through 12. Scoring of the ACD will be available only during the months of September through February. This will be the last year the ACD will be scored since the publisher is discontinuing the test.

The six tests comprise the voluntary test scoring services available to local school districts through the Department of Education during the 1981-82 school year. Each service will be provided to the local district at no cost. The Department reserves the right to use data collected to develop normative information; however, district test results produced through the voluntary testing program will not be released to anyone except the appropriate representative of the local district.

The following pages provide important information on the proper preparation of test answer sheets by the district in order to receive accurate scoring. If a district is interested in utilizing the scoring services, the test coordinator should complete the applications (see Appendix A) and return it to the address listed. This will assure us an opportunity to plan our workload for the coming year. If there are any questions concerning the services or the application, please contact the Office of Research and Planning at (502) 564-4394.

EDUCATIONAL IMPROVEMENT ACT
TESTING REQUIREMENTS

The Comprehensive Tests of Basic Skills, Form U and its companion aptitude test, the Test of Cognitive Skills, will be utilized to meet testing requirements of the KRS 158.670 beginning in the spring of 1982. All public school districts will be required to administer both the Comprehensive Tests of Basic Skills, Form U and the Test of Cognitive Skills to all third, fifth, seventh, and tenth grade students. The only exceptions to this should be in accordance with the following section, "EIP Testing of Exceptional Children," which summarizes guidelines in testing exceptional children. The Department of Education will furnish the following materials at no cost to the local districts. At the third grade, CTBS, Form U, level F and TCS, level 2 will be provided; at the fifth grade, CTBS, Form U, level G and TCS, level 3; at the seventh grade, CTBS, Form U, level H and TCS, level 4; and at the tenth grade, CTBS, Form U, level J and TCS, level 5. CTBS/TCS CompuScan combination answer sheets and administration manuals will be provided to all grades.

EIP Testing Time-Lines

The testing material necessary to complete the mandated testing program in grades 3, 5, 7, and 10 will be shipped to local districts beginning in mid-January. All shipments will be completed by mid-February. Numbers of materials shipped will be based on fall enrollment as reported on the "School Data Form." At this point, local district personnel should inventory testing materials to confirm that adequate supplies have been received. This should be completed prior to March 15. Any discrepancies between materials received and materials needed should be reported to the Office of Research and Planning by March 15. EIP testing in grades 3, 5, 7, and 10 should be completed between the dates of March 24 and April 30. When possible, students failing to take a portion or all of the test should be scheduled for make-up sessions. Make-up testing sessions may continue through May 15. All answer sheets must be in the Office of Research and Planning, Room 1928, Capital Plaza Tower, Frankfort, on or before May 15. These test documents will be scored according to the following order. The Office of Research and Planning will score all tenth grade documents first, all third grade documents second, all fifth grade documents third, and all seventh grade documents fourth. All documents identified as "Special Education Students" which are not to be included in local district's norms will be scored after the completion of the seventh grade scoring. The total EIP scoring process will be completed by July 20. All results will be returned to the local district as they are available. If at any point in time all of the tenth grade documents have been processed, then the Office of Research and Planning will begin processing third grade documents until more tenth grade documents have been received. Similar procedure will be followed in the scoring of

grade 3 and 5. In summary, the scoring priority is on grade 10, grade 3, grade 5, and grade 7 respectively. The Office of Research and Planning will generate the mandated state summary reports and deliver these reports to the Superintendent of Public Instruction, the Governor's Office, Legislative Research Commission, the State Board of Education, and the Educational Improvement Act Advisory Committee by July 31. A summary of EIP testing time-lines is portrayed in Figure A.

EIP Testing of Exceptional Children

A number of issues have been raised regarding the involvement of exceptional children (as defined in KRS 157.200)* in the Kentucky Educational Improvement Program (EIP) required by the Educational Improvement Act of 1978 (KRS 158.670). The recommendations presented here are provided to assist local school districts in implementing the act with this population.

Exceptional children should be tested according to their current functional level of skill as reflected on their Individual Education Plans (IEP). This skill level will determine the level of the test selected. Some exceptional children may be functioning too low to be measured by any level of the test provided by the Department of Education. The school district may use other diagnostic procedures for such children. For other exceptional children, the skill level may be the same as their age/grade level.

Children who have a handicap only in the area of speech should be tested with their grade-level peers. Their tests should be submitted with those of non-handicapped children to the Department of Education for scoring.

Tests for all other identified exceptional children in special education may be hand-scored by personnel within the local school district or may be submitted separately from other tests for scoring by the Department of Education

Individual tests results for exceptional children may be used as further information for the development or review of the Individual Educational Plan (IEP).

* Specific questions relating to exceptional children may be addressed to the Bureau of Education for Exceptional Children, Kentucky Department of Education, Frankfort, Kentucky 40601, phone (502) 546-4970.

Summary of Materials Supplied
for EIP Testing

The following is a list of the kinds of materials which will be provided to local districts for the purpose of mandated testing.

The amount of materials shipped to each district will be based on the fall enrollments taken from the "School Data Forms (SDF). The third, fifth, seventh, and tenth grade fall enrollments will be increased by 10% to allow for increased enrollment. Districts experiencing greater increases than this should contact the Office of Research and Planning to make further adjustments in supplies.

CTBS/U - Test Booklets
- Level F - Grade 3
- Level G - Grade 5
- Level H - Grade 7
- Level J - Grade 10

CTBS/U - Norms Booklets (Levels F - J)

CTBS/U - Examiner's Manuals (Levels F - J)

Class Management Guides

Test Coordinator's Handbooks

Evaluator's Handbooks

Technical Bulletin No. 1

Practice Tests - Grade 3

TCS - Test Booklets
- Level 2 - Grade 3
- Level 3 - Grade 5
- Level 4 - Grade 7
- Level 5 - Grade 10

TCS - Coordinator's Handbooks

TCS - Technical Bulletins

TCS - Examiner's Manuals

CTBS/TCS - CompuScan combined answer sheets (All Levels)

Services

Scoring and reporting services will be provided for both tests at each of the mandated grade levels. In addition, scoring will be provided through the voluntary testing program for Levels 2 - 5 of the TCS in conjunction with the CTBS/U, levels F -J on a single answer sheet. All levels of the CTBS/U will be scored.

Consultative services will be provided by the Office of Research and Planning in the administration, interpretation, and utilization of test data.

Replacement of Materials

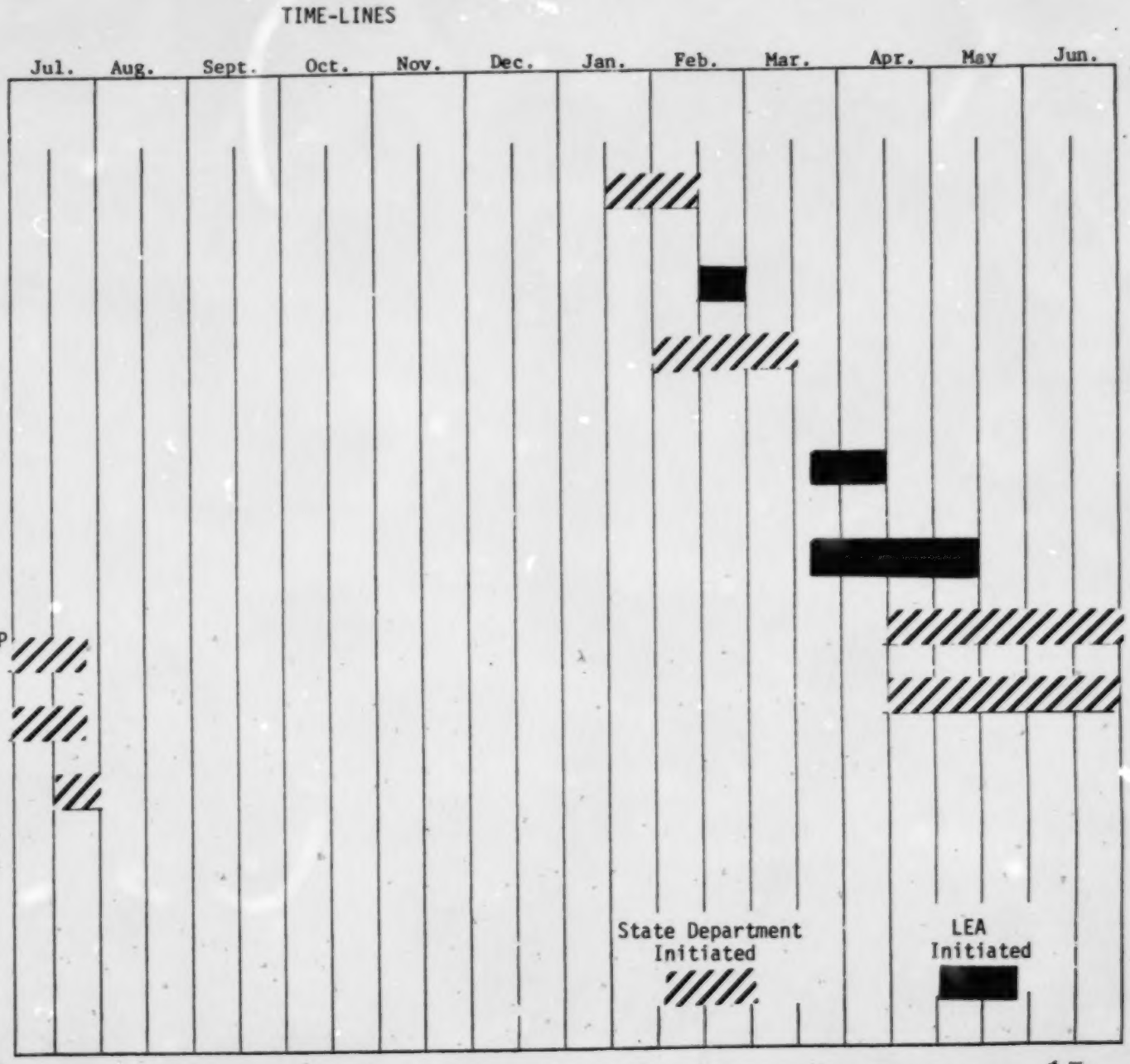
There will be annual 10% (maximum) replacement of test booklets each year as needed and available and 100% replacement of answer sheets for each local school system. Needs in addition to these should be brought to the attention of the Office of Research and Planning.

Specific questions regarding E.I.P. testing can be directed to:

Contact Person:

John W. Evins, Jr., Director
Unit for Educational Improvement
Office of Research and Planning
Kentucky Department of Education
Capital Plaza Tower
Frankfort, Kentucky 40601
Phone: (502) 564-4394

FIGURE A: SUMMARY OF EIP TESTING


ACTIVITIES
TIME-LINES
Jul.
Aug.
Sept.
Oct.
Nov.
Dec.
Jan.
Feb.
Mar.
Apr.
May
Jun.
EIP MANDATED TESTING
1. Distribution of CTBS/U and TCS Testing Materials (Jan. 15 - Feb. 15)
2. LEA's Inventory Testing Materials (Feb.15-Mar.1)
3. Regional Workshops on CTBS/U and TCS Administration and Utilization (Feb. 1 - March 15)
4. LEA's Administer EIP Tests (CTBS/U and TCS) (March 24 - April 30)
5. LEA's Return Answer Sheets to Frankfort (March 24 - May 15)
6. State Department Scores EIP Tests (Apr. 15 - July 20)
7. Test Results Returned to LEA's (April 15-July 20)
8. Compile State Summary Reports (July 15-July 31)
State Department Initiated
LEA Initiated

THE VOLUNTARY TEST SCORING PROGRAM

The Department of Education will be scoring at no cost to the local districts the General Aptitude Test Battery, the Assessment of Career Development, the Comprehensive Tests of Basic Skills, Form S, and the Comprehensive Tests of Basic Skills, Form U. The Short Form Test of Academic Aptitude may be scored in conjunction with CTBS, Form S, Levels 1, 2, 3, and 4 on the combination compu-scan answer sheet. The SFTAA cannot be scored with the CTBS, Form S, Levels B, C, or Level 1 in its consumable booklet format. The SFTAA cannot be scored with any level of CTBS, Form U. The Test of Cognitive Skills can be scored on the combination compu-scan answer sheets with CTBS, Form U, Levels F, G, H, and J. The TCS cannot be scored in conjunction with the CTBS, Form U, Level A through E since these are consumable booklets.

Application for Free Scoring Services:

If a district intends to utilize the free scoring service offered by the Department of Education, it should complete the application which has been reproduced in Appendix A of this bulletin. Additional copies of this application will be distributed to all local district test coordinators. This application should be completed and returned to the Office of Research and Planning by December 15. The application is important for two basic reasons. First, it allows the Department to plan the workload resulting from the free scoring service. Second, it allows the Department the opportunity to inform those local districts utilizing the free scoring service if there are anticipated problems in returning the test results in a timely manner. The following section describes the scoring priorities in greater detail.

Scoring Priorities and Timelines In the Voluntary Testing Program:

The Department will accept test documents resulting from the administration of the General Aptitude Test Battery and the Assessment of Career Development between the dates of September 1 and February 1 of a given school year. These documents will be scored as received. Results will be returned to the local district as soon as they are ready. In general, the results should be back to the local district within three weeks from the day the answer documents were received and the Office of Research and Planning. The turn-around time may vary slightly depending upon the workload at the time the documents were received. Answer documents from the ACD and GATB received after February 1 will not be scored until voluntary scoring activities are resumed upon the completion of the scoring of the Educational Improvement Program Mandated Tests.

Answer documents resulting from the administration of the Comprehensive Tests of Basic Skills, Form S, which are received in the Office of Research and Planning between the dates of September 1 and February 1 of a given school year will be scored as they are received. Again, results will be returned to the local district as soon as possible. In general, the results should be back to the local district within three weeks of the day on which the answer documents were received in Frankfort. Again, the turn-around time may vary depending upon the workload at the time the answer documents are received. CTBS, Form S, answer documents received between the dates of March 1 and March 31 will be scored according to the following priorities. Priority will be placed on those districts which have made application to the Office of Research and Planning for scoring of CTBS, Form S, in grades 1, 2, 4, 6, 8, 11, and 12 during the month of March. Applications will be prioritized by the order in which they are received from Frankfort. The Department will, as in the past, make every effort to score all CTBS, Form S, answer sheets received in the Office of Research and Planning by March 31 before beginning EIP mandated scoring. This represents a slight change in the written policies related to scoring priorities in the voluntary testing program of the past years. In the past the Department has in writing indicated that it will score the first 80,000 CTBS, Form S, answer documents received. However, in practice we have always attempted to score all CTBS, Form S, answer documents received on or before March 31. Because the Department will be implementing a new computerized scoring system to handle the Comprehensive Tests of Basic Skills, Form U, during the months of February and March of 1982, the Department will not be able to guarantee that a specific number of CTBS, Form S, answer sheets will be scored if received prior to March 31. If the free scoring applications received in the Office of Research and Planning indicate that more than 100,000 students will need CTBS, Form S, answer sheets scored during the month of March, the Department will contact those districts requesting scoring services after 100,000 students have been accepted and indicate to them that their results may not be returned until after EIP mandated scoring has been completed. All documents which can be processed prior to April 15 will be scored and the results returned to the local district. Beginning on April 15, all scoring activities other than the EIP mandated scoring activities will cease until all EIP mandated test documents have been processed. Upon the completion of the EIP scoring process, voluntary scoring activities will be resumed until all test documents have been scored.

The Department will have the capability of scoring the Comprehensive Tests of Basic Skills, Form U, beginning March 1 of 1982. The Department will be accepting applications for the scoring of CTBS, Form U, on the free scoring application included in Appendix A. Because this is a completely new scoring system, it will not be possible to estimate the number of CTBS, Form U, test documents which can be scored in March of 1982. Therefore, the Department will score those CTBS/U documents that are received in the Office of Research and Planning between March 1 and March 31 in the order in which they are received. Again, priority will be given to those districts which have filed an application requesting CTBS, Form U, scoring services with the Office of Research

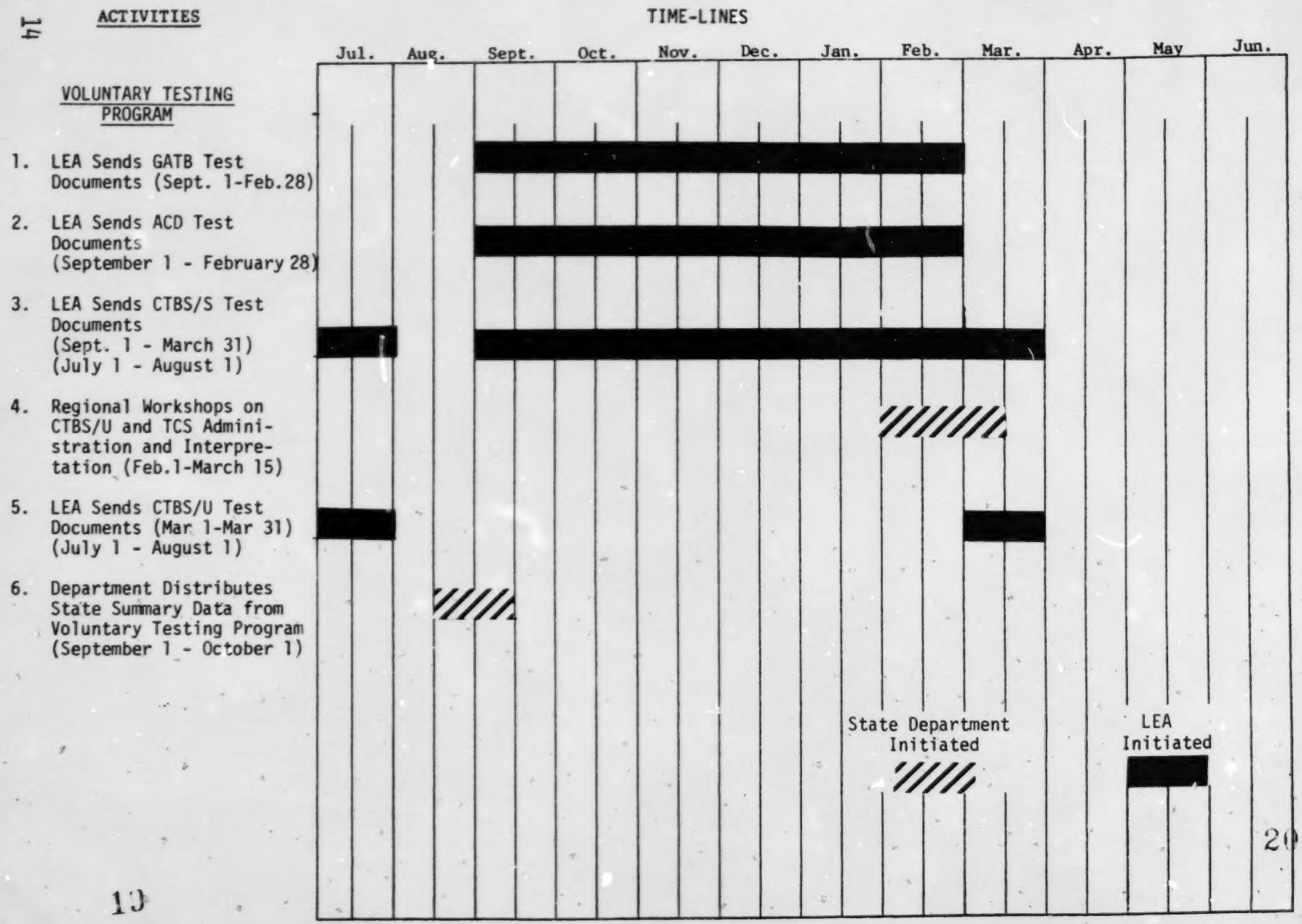
and Planning. As will be the case with CTBS, Form S, all CTBS, Form U, scoring activities will be halted as of April 15 in order to complete the EIP mandated scoring. Again, when EIP mandated scoring is completed, the Office of Research and Planning will continue processing CTBS, Form U, answer documents until voluntary testing is completed.

In the voluntary testing program, the Department provides all scoring services at no cost to the local district. However, the local district must provide appropriate testing materials. Local districts will have to purchase their own testing materials. The CompuScan answer sheets provided by CTB/McGraw-Hill for the Voluntary Testing Program which will be purchased at the district's expense will be clearly distinguishable from the CompuScan answer sheets provided by the Kentucky Department of Education for the mandated EIP testing program in grades 3, 5, 7, and 10. The answer sheets provided by the Department for EIP testing should not be used in the Voluntary Testing Programs. The timelines for the test scoring activities which have been discussed in these sections are summarized in Figure B. If you should have questions relating to the Department's scoring procedures or timelines as related to the Voluntary Testing Program, you should contact the Office of Research and Planning.

Contact person:

C. Scott Trimble, Director
Unit for Testing
Office of Research and Planning
Kentucky Department of Education
Capital Plaza Tower
Frankfort, Kentucky 40601
Phone: (502) 564-4394

FIGURE B: SUMMARY OF VOLUNTARY TESTING PROGRAM


ACTIVITIES
TIME-LINES
Jul.
Aug.
Sept.
Oct.
Nov.
Dec.
Jan.
Feb.
Mar.
Apr.
May
Jun.
VOLUNTARY TESTING PROGRAM
1. LEA Sends GATB Test Documents (Sept. 1-Feb.28)
2. LEA Sends ACD Test Documents (September 1 - February 28)
3. LEA Sends CTBS/S Test Documents (Sept. 1 - March 31) (July 1 - August 1)
4. Regional Workshops on CTBS/U and TCS Administration and Interpretation (Feb.1-March 15)
5. LEA Sends CTBS/U Test Documents (Mar 1-Mar 31) (July 1 - August 1)
6. Department Distributes State Summary Data from Voluntary Testing Program (September 1 - October 1)
State Department Initiated
LEA Initiated

COMPREHENSIVE TESTS OF BASIC SKILLS, FORM S

CTBS, Form S, Consumable Booklets
Grades 1 and 2

Grades 1 and 2, Levels B and C are machine-scorable CompuScan test books in which the students mark responses directly. It is recommended that the student information spaces on the front of each machine-scorable test book be filled in by an adult prior to testing. Directions are provided in the Examiner's Manual for having students complete the data grid if that method is chosen. All information should be verified for accuracy and completeness on each test book the student uses.

A Group Information Sheet is provided in each package of test booklets for each examiner. It is very important that this sheet be completed according to the directions printed within the section, "Group Information Sheet: CTBS, Form S," and returned to the Department of Education with the students' machine-scorable test booklets.

At the end of the last testing session, the examiner should check the front cover of each machine-scorable test book to be certain that the data has been filled in properly. The machine-scorable books should be arranged so that all books for any one student are together, and the Group Information Sheet should be on top of the stack.

DO NOT put any rubber bands around this stack.
DO NOT mix tests from different grades or levels within the same stack.
DO NOT mix tests from different grade levels within the same box.
DO wrap adding machine paper tape or long strips of paper around the stack to secure it. Use Scotch tape to secure the paper tape around the stack making certain that no Scotch tape touches or is affixed to any of the test booklets.
DO mail or deliver all materials from a particular grade level within your district at the same time for scoring.

It is important that each examiner check for the following on each booklet before stacking them:

1. All identifying data required is accurately and completely filled in.
2. Response marks are heavy and dark, completely filling the circles.
3. Responses altered by the students have been completely erased.
4. Extraneous marks and smudges have been completely erased.
5. Levels of the CTBS/S are NOT mixed within the group.

Directions for Completing Identification
Information for CTBS/S Levels B and C

A. Print his or her last name, one letter to a box, in the row of boxes at the top of the page designated by an (A). Skip one box and print as much of his/her first name as possible.

Darken the circles corresponding to the letters printed above in each box. When a space is made, darken the "blank" circle below the skipped box between the last and first names.

B. Print the name of the school in which he or she is enrolled. This space is designated by a (B) at the top of the page.

Print age, grade, and test date.

Print teacher's name.

Darken the circle corresponding to "male" or "female".

C. Print the first three letters of the birth month; darken the corresponding circle.

Print the last two digits in the year of birth; darken the corresponding circles.

CTBS/S Levels 1-4 and SFTAA CompuScan
Combination Answer Sheet Instructions
for Machine-Scoring

The test administrator must follow a specific series of steps to prepare answer forms for machine scoring. Proper completion of the following steps will ensure that the test results will give the full range of information the tests are designed to provide.

Verify the Student's Identification and Test Identification Data on each answer sheet (see Figure C). Have the students:

A. Print his/her name on the line following the word "name".

B. Print his/her grade and age.

C. Print the names of the teacher and the school.

D. Find the row of boxes above the columns of lettered circles (name grid);
Print his/her last name, one letter to a box.
Skip one box and print as many letters of his/her first name as possible.

In the first column of the name grid find the circle that contains the same letter as the box above it; darken that circle.
Repeat the above step until the appropriate circles are darkened in each column of the name grid.
Mark the blank circle in the column below the skipped box between the last and first names.
In all remaining unused columns, mark in the blank circle below the skipped box.

E. Darken the circles that indicate the year and month of his/her birthdate after writing the appropriate dates in the boxes provided.

F. Darken the circle that identifies his/her sex.

G. Darken the circles indicating the correct level and form of the test the students have taken; be sure that the level and form gridded match the level and form indicated on the test book.

H. Darken the circle indicating the level of the SFTAA used. If SFTAA is not taken, then leave blank.

I. Mark the last three columns under special codes according to the teacher-assigned three digit number (the teacher begins with the first student in her group and assigns that students 001, the next 002, etc.). This should be done alphabetically in order to receive the class listing back in alphabetical order. If this field is not properly completed, student results will not appear in alphabetical order.

NOTE: Do not neglect to grid the correct birthdate and sex. These are definable data which with the name constitute a unique identification profile. The birthdate is needed even if the student did not take the SFTAA.

If the student has coded the grids, check each grid for accuracy and completeness. If the student has not coded the grids, please do so. The completion of the information, which should be properly gridded when the answer forms are submitted for scoring, often accounts for the greatest delay in the process of scoring. IF THERE IS MORE THAN A 10 PERCENT ERROR RATE IN THE GRIDDING-IN OF THE ANSWER FORMS, THEY WILL BE RETURNED TO THE DISTRICT FOR CORRECTION.

Ordering Information for CTBS/S and SFTAA

The following information is taken from the CTB/McGraw-Hill catalog and is provided as a convenience. More detailed and up-to-date ordering information can be obtained from the CTBS/McGraw-Hill catalog or their sales representative in Kentucky.

Grade	ANSWER SHEETS	PRICE
3 - 7	CompuScan # 2588 - Code Number 78901	$9.00 per pkg. 50
8 - 12	CompuScan # 2589 - Code Number 78903	9.00 per pkg. 50

Group Information Sheet Preparation
for CTBS, Form S

Every classroom package of test answer sheets or scorable booklets must be accompanied by a Group Information Sheet filled out according to the following:

Follow the instructions on the back page of the form.

Grid the teacher's name or some group identification name if you have other than classroom groupings.

Grid the school name.
If schools within the district have similar names, be sure to distinguish them clearly.

Grid the city name and the postal abbreviation for the state name.
This name should always be the city or town in which the school is actually located - not the district seat.

Grid the test date (month and year)

Grid the number of students tested.
Be sure that this number is the count of the students whose answer sheets or sets of answer booklets are in the group; be careful not to count booklets twice when each student has more than one.

It is very important and necessary that the first eight column areas of the Special Code section be completed as follows:
In areas A, B, and C, mark in the school district's three digit statistical code number.

In areas D, E, and F, mark in the school building's three digit statistical code number.

In areas G and H, mark in the classroom teacher's two-digit code number (the teacher's two-digit is to be assigned by the test coordinator or building principal, making sure that no two teachers in the same school have the same two-digit code number). Any two-digit number the test coordinator desires may be assigned. If areas G and H are not marked, the teachers will not have separate classroom listings of students' scores nor classroom averages.

GENERAL APTITUDE TEST BATTERY

The General Aptitude Test Battery (GATB) is a highly controlled test instrument. It can be ordered only by certified guidance counselors that have undergone a two-day workshop on the use and administration of the GATB. It is published by the Government Printing Office in Washington, D. C. which will honor only those orders approved by the Bureau for Manpower Services, Department for Human Resources in Frankfort. Complete instructions for ordering the GATB are made available at the two-day workshops. If a school district is interested in having the GATB as part of its testing program, it should contact the Office of Research and Planning, Kentucky Department of Education, phone (502) 564-4394.

The Kentucky Department of Education has negotiated a new release agreement with the Bureau for Manpower Services in the Department for Human Resources and the Atlanta Regional Office of the United States Employment Services. This release agreement permits the continued use of the GATB in Kentucky's public high schools. Copies of the agreement between the Department of Education and the Department for Human Resources, the sub-release agreement which will be required between local public high schools and the Department of Education, and the reporting forms which will be required, are included in the next section for your review.

The new release agreement will permit the use of the GATB in our public high schools for the school years 1981-82 and 1982-83. At this time, we feel confident that this kind of an agreement will allow public schools the continued use of the GATB. A similar release agreement allowing the use of the GATB in Kentucky's public post-secondary vocational schools has also been signed. A copy has not been included in this document since it parallels the public high school agreements.

There are three major changes in the release agreement which should be highlighted. First, the training of counselors to administer and interpret the GATB will be the responsibility of the Bureau for Manpower Services. The Office of Research and Planning, within the Department of Education, will coordinate this effort. Second, all counselors who were certified prior to July 1, 1980 will have to participate in a two day training session in order to maintain their certification. Third, counselors using the GATB will be required to file quarterly reports with the Bureau for Manpower Services indicating the level of GATB usage.

A list of those counselors who are now certified is on file in both the Bureau for Manpower Services and the Office of Research and Planning. Only counselors whose names are on this list will be permitted to order "restricted" GATB materials. These are the only counselors who should be administering or interpreting the GATB.

A counselor who would like to be certified to administer and/or interpret the GATB should complete the training application included in this section. This application will be placed in a "training file." These applicants will be notified when GATB training will be available. Because these training sessions will be offered as needed, it is not possible to publish a list of the training sessions which will be offered. These sessions are two days in length and are conducted by the staff of the Bureau for Manpower Services.

Release Agreement

This section contains copies of the GATB release agreements. The first agreement is between the Department of Education and the Department for Human Resources. This agreement specifies the conditions under which the GATB has been released to Kentucky's public high schools and public post secondary vocational schools. The sub-release agreement is the release agreement between the Department of Education and the local school which must be completed and returned to the Kentucky Department of Education, Office of Research and Planning for approval. This approval can be given only if the Department records indicate that the counselors appearing on the sub-release agreement have been certified to administer and interpret the GATB.

AGREEMENT BETWEEN THE
DEPARTMENT FOR HUMAN RESOURCES, BUREAU FOR MANPOWER SERVICES
FRANKFORT, KENTUCKY
AND THE KENTUCKY DEPARTMENT OF EDUCATION,
FOR THE RELEASE OF THE GENERAL APTITUDE TEST BATTERY, B-1002B

It is hereby agreed between the Kentucky Department of Education, Capital Plaza Tower, Frankfort, Kentucky, (hereinafter referred to as the Organization) and the Bureau for Manpower Services (hereinafter referred to as the Agency), that the Agency will release the General Aptitude Test Battery (GATB), B-1002B, Form B, to the Organization. In turn, the Organization will release the GATB to those public secondary schools within the State, designated by the Organization as employing an approved counselor under the conditions specified below:

1. (a) The Organization agrees to supply the Agency with a current list of Kentucky public schools to which the GATB has been released; grade levels at which the tests will be used; the names and addresses of individuals to be trained.

   (b) The Agency will approve purchases of restricted GATB material by schools employing qualified, approved counselors and having a current cooperative agreement with the Department of Education.

2. The Agency will make the GATB available to the Organization only for counseling purposes.

3. The Agency will be responsible for qualifying, training and approving individuals in the administration and interpretation of the GATB as needed.

4. The Organization will maintain a sub-release agreement with each Kentucky public school intending to use the GATB. This sub-release agreement will be renewable annually. The sub-agreement specifies the terms under which the GATB is released for school use, and the qualifications of the personnel who may administer and interpret the test. Signatures of responsible representatives for both the school and the Organization are required on the agreement. A copy of this sub-release agreement shall be provided to the Agency.

5. The Agency shall process requests for purchases of restricted GATB supplies and materials for the Organization and schools. Individual orders for materials from authorized schools shall be submitted according to the attached list of suppliers.

6. The Organization agrees that neither it nor the schools will reproduce, sell, or otherwise release the tests or make any charge for testing individuals under its jurisdiction.

7. The Organization agrees that neither it nor the schools will report GATB results to employers or anyone else except the students, parents, or with written parental consent, the Agency. The Office of Research and Planning of the Organization will be responsible for machine scoring procedures. The Bureau of Instruction of the Organization shall coordinate with the Agency for counselor training in the administration and uses of the GATB.

8. The Organization agrees to furnish test results to the Agency counselors upon request to the extent permitted under existing laws and regulations. Except where prohibited by the "Family Rights and Privacy Act of 1974", counselors covered by a test release agreement within Kentucky may exchange test scores with other persons so covered by such an agreement with the Agency about a client of mutual concern.

9. Periodical monitoring will be conducted at the participating schools by designated Agency staff. This will be performed by evaluators trained for this purpose. The timing of this monitoring shall coincide with actual test administration sessions. All records relative to this test shall be made available for this review.

10. The Organization agrees to furnish a report containing the following data to the Agency within 30 working days following the last day of the month for March, June, September and December for research and program evaluation purposes:

    a. Frequency of testing sessions (i.e., weekly, monthly, as needed).

    b. Number of testing sessions this quarter and year-to-date.

    c. Number of individuals tested this quarter and year-to-date.

    d. Number of individual test interpretation sessions this quarter and year-to-date.

    e. Date of last Agency monitoring visit.

11. The Organization agrees that it will not use the test unless this agreement or a subsequent written agreement is in effect.

12. This agreement and all sub-agreements will expire June 30, 1983.

13. The Organization agrees that failure to comply with any of the conditions of this agreement, including the attached statement of standards, will nullify the agreement.

14. Cancellation of this agreement can be effected by either the Organization, the Agency, or both. Such cancellation, if deemed necessary, will occur only after conscientious attempts have been made by the party initiating such action to carry out the cooperative spirit of this agreement. In the event of such cancellation, all restricted materials including apparatus boards become the property of the Agency.

Signature Lynda Sandell — 11/14/80 DATE
Head, Office of Research and Planning
Department of Education

Signature Anna Grace Day — 11/19/80 DATE
Deputy Commissioner
Bureau for Manpower Services

Signature James D Lathan — DEC 2 1980 DATE
Assistant Regional Administrator
Employment and Training Administration

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KENTUCKY DEPARTMENT OF EDUCATION
OFFICE OF RESEARCH AND PLANNING

SUB-RELEASE AGREEMENT

FOR GATB

It is hereby agreed between _____
(Name of public secondary school, hereinafter referred to as the School)

_____
(address) (city) (state) (zip)

and the Kentucky Department of Education (hereinafter referred to as the Department) that the Department will release the General Aptitude Test Battery (GATB) to the School under conditions specified below. This sub-release agreement is authorized by an agreement with the Department for Human Resources Bureau for Manpower Services (hereinafter referred to as BMS).

1. The School agrees not to reproduce, sell, or otherwise release the test, or charge a fee for testing. The School agrees to use the GATB for employment counseling and not to use the GATB in any manner as a selection or screening device for training or employment.

2. The School agrees that the test will be administered in its entirety, (including Finger and Manual Apparatus Tests of the GATB) and will be used in accordance with the United States Employment Service Standards by qualified personnel who have been trained in their use. The following qualified personnel are trained in the administration and interpretation of the GATB and are employed in the above-mentioned School:

a. _____ c. _____
(Name and Title) (Name and Title)

b. _____ d. _____
(Name and Title) (Name and Title)

(EACH PERSON IS TO INITIAL HIS/HER PRINTED NAME)

3. The School agrees that the BMS has the right to conduct periodic reviews of the administration, scoring and use of the GATB. This includes a review of any item specified in this contract.

4. The School agrees that the test will be used only at the above location(s).

5. The School agrees to purchase test materials only from the authorized supplier indicated in the current supply lists furnished by the Department.

6. The School agrees that all orders for restricted test materials are to be submitted to the BMS for approval and transmittal to the appropriate supplier.

7. The School agrees that test scores will not be given to any employer or others who are not approved by the BMS.

8. The School agrees to furnish test results to the BMS counselors upon request, to the extent permitted under existing laws and regulations.

9. The School agrees to comply with the "Family Educational Rights and Privacy Act of 1974." (P.L. 93-380)

10. This agreement will expire June 30, 1982.

11. Please check each testing level for which the GATB will be used:

    B1002B 9 ☐ 10 ☐ 11 ☐ 12 ☐ Adult ☐

12. The School agrees that it will not use the test unless this agreement or a subsequent written agreement is in effect.

13. The School agrees to furnish a report containing the following data to BMS within 30 working days following the last day of the month for March, June, September and December for research and program evaluation purposes:

    a. Frequency of testing sessions (i.e., weekly, monthly, as needed).

    b. Number of testing sessions this quarter and year-to-date.

    c. Number of individuals tested this quarter and year-to-date.

    d. Number of individual test interpretation sessions this quarter and year-to-date.

    e. Date of last BMS monitoring visit.

14. The School agrees that failure to comply with any of the conditions of this agreement, including the attached statement of Standards, will nullify the agreement.

15. Cancellation of this agreement can be effected by either the School, the Department, or BMS. Such cancellation, if deemed necessary, will occur only after conscientious attempts have been made by the party initiating such action to carry out the cooperative spirit of this agreement. In the event of such cancellation, all restricted materials including apparatus boards become the property of the BMS.

A. Signature _____
(School Representative-School Principal-Director) (Date)

NOTE: A person listed in Item 2 above MAY NOT sign this agreement.

B. Signature _____
(Department of Education Representative) (Date)

Contact person:

Gene C. Wright, Director
Unit for Psychometric Services
Office of Research and Planning
Kentucky Department of Education
Capital Plaza Tower
Frankfort, Kentucky 40601
Phone: (502) 564-4394

STANDARDS FOR USE OF UNITED STATES EMPLOYMENT SERVICE TESTS

1. The General Aptitude Test Battery (GATB), like other United State Employment Service (USES) tests, is government property, subject to Federal Property Guidelines. These tests may not be reproduced or sold in whole or part. The GATB may only be used in the specific location and only by the Organization listed in the written release agreement. When an Organization purchases the GATB, the purchase is according to the prescribed guidelines. Organizations do not acquire ownership of the GATB.

2. A qualified and trained counselor must be available in the Organization to use the GATB in accordance with USES Standards. Counselors responsible for administration and interpretation of the GATB must meet the following minimum qualification for certification:

   Academic Counselor Training and experience as evidenced by:

   a. A bachelor's degree from an accredited institution of higher education in Guidance and Counseling, Rehabilitation Counseling or Vocational Counseling, or

   b. Certification from the Kentucky State Department of Education as a Guidance or School Counselor or School Psychologist.

   c. Other combinations of experience or education will be evaluated on an individual basis by the Agency Test Unit.

3. The Agency agrees to provide to the Organization current supply lists for USES test materials and other test materials as they become available.

4. The Organization is solely responsible for the proper administration, scoring, interpretation and use of the GATB.

5. The Agency assumes NO responsibility for the possible misuse of the GATB by the Organization.

6. Only those persons who are trained in the proper use of the GATB, by the Agency Test Unit Staff or the Atlanta Regional Training Center, are allowed to administer, score, and interpret the GATB.

7. Each person trained in the use of the GATB must be made available for refresher training upon the request of the Agency Test Unit Staff.

TEST RELEASE ORGANIZATION

Quarterly Utilization Report

THE FOLLOWING DATA IS FURNISHED AS PER OUR TEST RELEASE AGREEMENT FOR THE PERIOD ENDING _____ BY _____.
(organization)

OUR PRESENT AGREEMENT EXPIRES _____.
(date)

	Current Quarter	Year To Date
A. Number of Testing Sessions?		
B. Number of Individuals Tested?		
C. Individual Test Interpretation Sessions?		

D. Testing Sessions Are Scheduled: Weekly____, Monthly____, As Needed ____.

E. Date of Last Agency Monitoring Visit _____.
(date)

F. Comments By Organization: _____

G. Signature: _____ _____
(Organization Representative from Item 14A) (date)

Distribution: Original to Agency
Copy to: U.S. Department of Labor
ETA - Job Service
1371 Peachtree Street N.E.
Atlanta, Georgia 30309
Attn: 4 TGRS

APPLICATION FOR GATB WORKSHOPS

Name _____

Mailing Address _____

_____

_____ Zip Code _____

Phone Number (WORK) _____

Phone Number (HOME) _____

Have you previously been certified to use the GATB? ____ YES ____ NO

The Department of Education will file your application and send information announcing the exact locations and times of the meetings. Inquiries should be directed to the Unit for Testing, Office of Research and Planning, phone: (502) 564-4394.

Travel accommodations, if necessary, will be the responsibility of each individual. Applications should be returned by July 1, 1981.

KDE/MIC Approved
1860-1039 Rev. 5/81

INSTRUCTIONS FOR ORDERING MATERIALS

November, 1980

The following vendors will supply the necessary materials for the administration of USES tests covered by this release agreement. All orders for restricted materials must be cleared through the State Testing Unit of the Bureau for Manpower Services before they will be honored. This requirement does not apply for those materials on public sale, denoted by #, which may be ordered directly from the suppliers. When ordering materials from the Government Printing Office (GPO), be sure to include the stock number (S/N) provided in this list. A separate order is required for each vendor.

NAMES, ADDRESSES, AND PURCHASING REQUIREMENTS OF SUPPLIERS

GPO	Superintendent of Documents U. S. Government Printing Office Washington, D.C. 20402 Phone: (202) 275-3033	Payment in advance by check or money order payable to Superintendent of Documents must be enclosed. Orders which are marked "SPECIAL HANDLING-EXTRA 60¢ ENCLOSED" in a conspicuous place will receive special attention as long as full payment (including extra 60¢) is enclosed with orders. All items are for sale in any quantity. There is a 25% discount on orders of 100 or more of each item not sold in bulk units. (Certified checks tend to speed the processing also.)
IN	Customer Service Coordinator Intran Corporation 4555 West 77th Street Minneapolis, Minnesota 55435 Phone: (612) 835-5422	Bill for materials will be sent upon shipment of order. Minimum bill per order $15.00. Bills for scoring services issued monthly. All pricing F.O.B. Minneapolis. Mailing and shipping costs will be prepaid and postage/freight added to invoices.
NCS	NCS Interprative Scoring Systems Customer Service P. O. Box 1416 Minneapolis, Minnesota 55440 Phone: (800) 328-6116	Bill for materials will be sent upon shipment of order; all materials ordered are subject to a $25.00 minimum billing charge unless prepaid prices quoted as F.O.B. Minneapolis.
SC	Ben Aisner Specialty Case Mfg. Company Test Equipment P. O. Box 495 Huntingdon Valley, Pennsylvania 19006 Phone: (215) 549-7059	Bill will be sent upon shipment of order. Prices may vary when request for bids are submitted. F.O.B. Huntingdon Valley, Pennsylvania.

Names of other suppliers and additional materials are available upon request.

Orders must be accompanied by a pre-addressed, stamped envelope for each vendor and mailed to the Bureau for Manpower Services for approval and submittal to vendor.

Ms. Lynda M. Sherrard, Director
Special Programs & Technical Services
Bureau for Manpower Services
275 East Main Street, 2nd Floor West
Frankfort, Kentucky 40621

ATTENTION: Mr. Michael Jull

Information supplied by the Kentucky Department of Education

GENERAL APTITUDE TEST BATTERY (GATB)

MANUALS

Section I, Administration and Scoring
Form B-1002, 1970 . . . . . GPO . . . . . $4.50 per copy
S/N 029-014-00015-9

Section II Norms, OAP Structure 1979 . . . . . GPO . . . . . $3.50 per copy
S/N 029-014-00108-2

Section III, Development, 1970 . . . . . GPO . . . . . $5.75 per copy
S/N 029-014-00018-3

= Material or service may be ordered directly from supplier.

TEST BOOKS AND BOOKLETS

B-1002

Part 8 . . . . . GPO . . . . . $4.50 per pad of 100
S/N 029-013-00055-1

Form B

Book I (Parts 1-4) . . . . . GPO . . . . . $ .60 each
S/N 029-013-00051-9

Book II (Parts 5-7) . . . . . GPO . . . . . $1.25 each
S/N 029-013-00052-7

APPARATUS BOARDS

Pegboards and Pegs for GATB B-1002 Parts 9 and 10, Form B

Plastic Boards and Pegs . . . . . SC . . . . $19.50 each

Finger Dexterity Board and Associated Parts for GATB B-1002 Parts 11 and 12, Form B

Plastic Board with metal parts . . . . . SC . . . . $11.50 each

Plastic Cover for Finger Dexterity Board * . . . . . SC . . . . 1.75 each

* Cover enables board to be transported with rivets in place on top of board.

NOTE: Extra pegs for pegboard and hardware for finger dexterity boards are available from supplier.

ANSWER SHEETS FOR B-1002

Form B

NCS Expanded Answer Sheet for GATB, Form B . . . . . NCS . . . . 1-19 pkg. of 250 $15.00 per pkg.
(Books I and II on single sheet)
S/N 27615 20 or more pkg. of 250 $14.00 per pkg.

NCS Stencil (tinted plastic) for Parts 1-7 . . . . . NCS . . . . . $4.00 each
(contained on a single sheet)
Form B NCS S/N 27664

HAND RECORDING FORMS AND NORM CARDS

# USES Test Record Card (MA 7-49) S/N 029-014-00111-2 (for hand processing)	GPO	$7.50 per pkg./100
	SC	3.60 per pkg./100
	IN	6.50 per pkg./100
# OAP Norm Cards		
Adult Norms S/N 029-014-00110-4	GPO	$8.00 per 100
9th & 10th Grade Norms S/N 029-014-00109-1	GPO	$8.50 per 100
# GATB Record of Apparatus Test Scores (MA 7-82) S/N 029-014-00019-1	GPO	$2.50 per pad of 100

GATB/NATB SCREENING DEVICE

Manual for the GATB/NATB Screening Device S/N 029-014-00092-2	GPO	$ .90 per copy
Wide Range Scale	IN	Quantity / Cost 100-999 $ 6.75/100 1,000-9,999 40.00/1000
Wide Range Scale Scoring Stencils Vocabulary and Arithmetic combined on a single stencil	IN	$ .95 each 35.00 per 100

RELATED MATERIALS

# Booklet "Doing Your Best on Aptitude Tests" S/N 029-000-0005-1	GPO	$1.00 per copy
# Interest Check List, 1979 Edition S/N 029-013-00093-4	GPO	$6.50 per 100
# Instruction for Administration & Use of Interest Check List S/N 029-013-00092-6	GPO	$5.00 per 100
# Guide for Occupational Exploration, 1979 S/N 029-013-00080-2	GPO	$11.00 each
# Dictionary of Occupational Titles Fourth Edition, 1977 S/N 029-013-0079-9	GPO	$12.00 each

= Materials or service may be ordered directly from supplier.

Information supplied by the Kentucky Department of Education

ORDER FORM

TEST MATERIALS FOR THE GENERAL APTITUDE TEST BATTERY

(Please read carefully the instructions on the reverse side before completing this order form.)

TO _____

_____

_____

_____

To be used by the Kentucky Bureau for Manpower Services for Approval

BILL TO: _____

_____

_____

_____

SHIP MATERIALS TO: _____

_____

_____

_____

Quantity	Description	Unit Cost	Extension

Identify school for which material is being order if material is being shipped to the Central Office. Only eligible school approved to participate in the GATB Cooperative Program may order materials.

_____

_____

_____

_____

_____

_____

_____

_____

Signature _____

Date _____

Title _____

PREPARING THE GATB ANSWER SHEET: The directions for completing the identification information is summarized in Figure F. These directions should be followed in order for the answer document to be properly scored. Packing instructions are the same as those described for CTBS/S. These directions are summarized on the return envelopes (see Figure J) provided by the Office of Research and Planning.

ASSESSMENT OF CAREER DEVELOPMENT (ACD)

The ACD is an instrument to measure student's knowledge of and interest in various careers. The reports generated from this test are designed to be most useful to administrators monitoring "career education" types of programs. The test has been published most recently by the American College Testing Program, P. O. Box 168, Iowa City, Iowa 52240. The publisher intends to eliminate all commercial distribution of ACD materials as of August, 1981. Answer sheets will continue to be available for an unspecified amount of time from National Computer Systems. The Department will maintain the capability of scoring the ACD for several years. If an LEA intends to use the ACD in the future, it would be advisable to contact the Office of Research and Planning to assure that adequate testing supplies will be available. The Department will NOT furnish new ACD materials. However, a limited supply is available on a loan basis. The Department will provide assistance to an LEA needing to order materials.

Order Assessment of Career Development Answer Sheets from National Computer Systems, Inc., 4401 West 76th Street, Minneapolis, Minnesota 55435. Order answer sheet number S176. They are sold in packages of 250 for $38.00.

Directions for putting identifying information on the answer documents are described in the administrator's manual. They are summarized briefly below:

A In the section indicated in Figure G by an Ⓐ, enter the last name in the boxes provided. Darken the bubbles corresponding to each letter in the grid below.

B Print the first name in the blocks provided. Darken the appropriate bubbles in the grid below.

C Darken the circle indicating the students grade level.

D Indicate date of birth. Be sure the appropriate circles are darkened.

E Darken the circle indicating either male or female.

The above five informational items can be provided by the student or filled in by the test administrator prior to testing. If the student fills in this section, the administrator should verify that the data is properly entered.

In using the ACD, one should be aware of the "Local Items (Optional)" section of the answer sheet located at the bottom of the back page of the answer sheet. This section can be used to gather data on items of local interest. The administrators manual explains this option in greater detail.

COMPREHENSIVE TESTS OF BASIC SKILLS, FORM U

Beginning March 1, 1982, the Office of Research and Planning will have the capability of scoring the CTBS, Form U, levels A through J. Levels A through E are of the "consumable booklet format" and are not reusable. Levels F through J are answered on a separate answer sheet and the test booklets may be reused as long as their condition remains good. The normal usefulness of such booklets is approximately four years. The Test of Cognitive Skills, Levels 2 through 5 can be scored on the same answer sheet as CTBS Form U, Levels F through J. The TCS cannot be scored in its consumable booklet format by the Office of Research and Planning.

Figures H and I contain the identification sections for CTBS/U, level C and CTBS/U, levels F through J are included for your review. As can be seen, the identification information to be collected and coded on the answer sheets is very similar to that required for the CTBS/S. One major difference is that it no longer will be necessary to number students in the "special codes" field to get alphabetical listings. The computer will sort the students according to their names, requiring less work for the test administrator. Specific instructions on how to fill in identification information and "Group Information Sheets" for CTBS/U will be available by February, 1982.

The Comprehensive Tests of Basic Skills, Form U is both norm-referenced and criterion referenced. It will yield both kinds of scores. It has both fall and spring emperical norms based on a representative sample of the nation in the 1981-82 school year. The CTBS/U can be scored using what has been referred to as "item response theory" technology. This is the method which the Department will use to score CTBS/U. In simplified terms, a student's scale score is determined by analyzing a student's "pattern" of item responses as opposed to the "total correct" number of responses. A student answering five very difficult items correctly will receive a higher scale score than a student who answered five very simple items correctly. This is, of course, a very simple description of how "item response theory" is applied. For most students, the difference in scale scores when scored both ways will be relatively small. The "item response theory" scoring should result in more accurate estimates of a student's performance. If levels F through J of the CTBS/U are combined with the Test of Cognitive Skills, levels 2 through 5, the Department's scoring service will return "anticipated achievement" in scale score units. This is a valuable concept in that it allows a educator to look at a student's performance on the CTBS/U in terms of his or her ability as measured by the TCS.

CTBS/U Ordering Information

It will not be necessary to order any CTBS/U or TCS testing materials for the EIP mandated testing program in grades 3, 5, 7, and 10. These supplies will be provided by the Department of Education. The following is provided in brief. More detailed ordering information is available from the CTB/McGraw-Hill catalog or by contacting the CTB/McGraw-Hill sales representative in Kentucky.

CTBS/U AND TCS ORDER FORMS

Code No.	Test Title/Item	Level	Form	Unit/Price
11000	Complete Battery - M/S	A	U	$22.05/35
11020	Complete Battery - H/S	A	U	$14.70/35
11001	Complete Battery - M/S	B	U	$29.75/35
11021	Complete Battery - H/S	B	U	$19.95/35
11002	Complete Battery - M/S	C	U	$29.75/35
11022	Complete Battery - H/S	C	U	$19.95/35
11003	Complete Battery - M/S	D	U	$34.65/35
11023	Complete Battery - H/S	D	U	$21.70/35
11004	Complete Battery - M/S	E	U	$34.65/35
11024	Complete Battery - H/S	E	U	$21.70/35
11025	Complete Battery - R/B use A/S	F	U	$29.75/35
11026	Complete Battery - R/B use A/S	G	U	$29.75/35
11027	Complete Battery - R/B use A/S	H	U	$29.75/35
11028	Complete Battery - R/B use A/S	J	U	$29.75/35
78710	CompuScan #2710 (Complete Bat.)	F-J		$ 9.00/50
90000	Examiner's Manual	A	U	$ 3.00/ea.
90001	Examiner's Manual	B	U	$ 3.00/ea.
90002	Examiner's Manual	C	U	$ 3.00/ea.
90003	Examiner's Manual	D	U	$ 3.00/ea.
90004	Examiner's Manual	E	U	$ 3.00/ea.
90005	Examiner's Manual	F-J	U	$ 3.00/ea.
90101	Regular Norms Book	A-E	U	$ 2.50/ea.
90103	Regular Norms Book	F-G	U	$ 2.50/ea.
90105	Regular Norms Book	H-J	U	$ 2.50/ea.
90102	Fall Interpolated Norms	All	U	$ 5.50/ea.
90104	Spring Interpolated Norms	All	U	$ 5.50/ea.
90108	Test Coordinator's Handbook	All	U	$ 3.85/ea.
90110	Evaluator's Handbook	All	U	$ 3.85/ea.
90112	Technical Bulletin #1	All	U	$ 3.85/ea.
10980	Practice Tests	A		$10.00/100
10982	Peactice Tests	B-C		$10.00/100
10986	Practice Tests	C-E		$10.00/100
10988	Practice Tests	F-G		$10.00/100
10990	Locator Test #1 (Grades 1-6)	A-E		$ 8.40/35
10992	Locator Test #1 (Grades 6-12)	F-J		$ 8.40/35
94930	Locator Test Manual	All		$ 2.50/ea.
79860	Locator Test A/S #3860	All		$ 8.00/50
10382	TCS hand-scorable or use A/S	2		$15.40/35
10384	TCS reusable - use answer sheet	3		$15.75/35
10386	TCS reusable - use answer sheet	4		$15.75/35
10388	TCS reusable - use answer sheet	5		$15.75/35
91562	Examiner's Manual	2		$ 3.00/ea.
91563	Examiner's Manual	3-5		$ 3.00/ea.
10190	Practice Tests	1-5		$ 3.50/35
91582	Norms Book	2		$ 2.75/ea.
91583	Norms Book	3		$ 2.75/ea.
91584	Norms Book	4		$ 2.75/ea.

Code No.	Test Title/Item	Level	Form	Unit/Price
91585	Norms Book	5		$ 2.75/ea.
91590	Test Coordinator's Handbook	All		$ 3.85/ea.
91592	Technical Bulletin	All		$ 3.85/ea.

THE TEST SCORING PROCESS

The Scoring Center, located in Frankfort, is composed of both machines and people dedicated to the efficient processing of answer sheets. Much care is exercised to ensure that the results are representative of the student's real performance on the test and that they are presented in ways that are most beneficial to the students, schools, and districts served.

The process of scoring answer sheets can be outlined as follows:

I. Answer sheets are received
Boxes are unpacked and inventoried. Answer sheets are sorted by grade level and school. Each district is assigned a work order number based on the date the answer sheets were received.

II. Inspection of individual answer sheets and preparation for scanning
Each envelope containing a classroom teacher's tests is opened. Every answer sheet is visually examined for possible problems such as poor erasures, tears, stray marks, paper clips, missing identifying data, light marks or anything else that could cause the scanner to reject it. Many times the clerks must completely remake an answer sheet for a student when it is in such condition that minor corrections will not enable the scanner to accept it. School group information sheets are filled out by the clerks and placed on top of each school's answer sheets at each grade level. Each teacher's group of answer sheets must be hand counted in order to verify if the scanner "reads" the same number of answer sheets as are submitted. Answer sheets are placed into batches (stacks) of 1,000 to 1,200 in quantity. Several school systems usually make up a batch. If, in the scanning process, difficulty is encountered with a particular school the entire process is held up for all other schools that are in that batch. Each batch has flat metal weights put on top of it in order to flatten the fold or crease in the middle of each answer sheet. All batches must be weighted down for at least 24 hours before the first scanning can occur.

III. First Scanning
All batches of answer sheets are delivered to the Computer Center for first scanning. Each batch is fed into an optical scanner which, by means of light beams, "reads" the marks on both sides of the sheet simultaneously. All information read by the scanner is stored on a first scan computer tape. A report is printed for each batch, listing all problems found with any answer sheet the

scanner could not read adequately. Most problems occur because of stray pencil marks, double responses incomplete erasures, light responses, or mutilated documents. All answer sheets within each batch are then returned to the Scoring Center along with the first scan error listing report. The report is examined by clerks who must then locate within each batch those answer sheets for which the scanner reported a "poor read" and the errors must be corrected or a new answer sheet prepared for that student.

IV. Second Scan

All corrected answer sheets are resubmitted to the Computer Center for a second scanning operation. Information is again "read" from the answer sheets and transferred to a second scan computer tape. A second scan error report is printed reporting any problems with any of these answer sheets. The second scan error report is delivered to the scoring clerks for their examination to see if any problems still exist. If problems still exist, a repeat of the second scanning operation occurs. If everything is in order, the Computer Center is requested to run the tapes on the computer which converts the students' raw score information to appropriate scores and computes the school and district summary score reports. This information is then printed on the various score reports which are provided for each school and district. These various reports are delivered to the Scoring Center where they are separated, assembled, and packaged for mailing to the districts.

Generally, it takes approximately three weeks for a district's tests to be processed.

TEACHER'S RESPONSIBILITIES AFTER TESTING

The condition of the answer forms affect the processing speed as well as the accuracy of the results. Therefore, the following procedures MUST be followed:

- The forms must be free of bent corners, folds, creases, pins, staples, or paper clips.
- The only marks on the forms must be the responses and the identification data carefully gridded.
- Rejected responses and stray or extraneous marks must be completely erased with a soft eraser that does not damage the paper.
- Each gridded response must be made by a soft (#1 or #2) pencil, densely and completely filling the circle.

NOT NOT BUT

- Any student answer sheet or scorable test booklet which is damaged, has many poor erasures, is creased, bent, torn, or dirty must be remade. The teacher should visually examine each document for these types of problems.
- For the CTBS, Form S only, the machine-scorable booklets or the machine-scorable answer sheets must be put into numerical order based on the number the teacher assigned each student. The assigned number should be done alphabetically.
- Machine-scorable booklets must be collected with all of the student's booklets grouped together in the stack (e.g., achievement tests composed of more than one booklet such as the CTBS/S complete battery at level C;
  Adams, Jane, CTBS Book 1, CTBS Book 2
  Bush, John, CTBS Book 1, CTBS Book 2
  Carter, Terry, CTBS Book 1, CTBS Book 2)
- Groups of answer forms must be of the same test, same level, same form, and same type.
- When all answer forms have been checked for gridding, neatness, erasures, and collation, fill out a Group Information Sheet and a Group Information Envelope. Booklets do not fit into the Group Information Envelopes and must be shipped in boxes as described in "CTBS Form S Instructions."
- STRINGS, YARN, PAPER CLIPS, OR TIGHT RUBBER BANDS SHOULD NOT BE USED IN PACKAGING TEST DOCUMENTS.

PACKING THE COMPLETED ANSWER FORMS FOR SHIPMENT

- Use only sturdy cartons for shipment; cartons that can stand possible rough handling.

- Arrange groups of answer forms in cartons by grade. If forms are split into more than one box, number those boxes in sequence.

- Number the cartons: 1 of N, 2 of N, 3 of N, ect. "N" meaning the total number of cartons shipped; e.g., you are shipping 15 cartons; each will be numbered 1 of 15, 2 of 15, 3 of 15, 4 of 15, ... 15 of 15.

- Print the district name on the side of each carton.

- Use newspapers or other packing to hold answer forms secure and immobile during transit.

- Tape the cartons or tie them securely with cord.

- Address each carton:

Clyde Caudill, Head
Office of Research and Planning
Test Scoring Service
Department of Education
Capital Plaza Tower
Frankfort, Kentucky 40601

GROUP INFORMATION ENVELOPE (GIE)

Group Information Envelopes are provided to school districts by the Department of Education to be used in separating and packaging answer sheets by classroom. These envelopes are mailed to all district test coordinators after their applications for scoring have been approved. The district test coordinator should distribute them to the classroom teachers at the same time the answer sheets and Group Information Sheets are distributed. In the upper left hand corner of each envelope, teachers are to write in the information requested pertaining to the group of answer sheets which are being submitted within that envelope. Each envelope should contain no more than 50 answer sheets. (Envelope should contain answer sheets of the same form and level of the test. Different forms and/or levels should be in separate envelopes.) A summary of packing instructions are on the back of each envelope. The upper left corner in which the information is to be recorded is shown here in Figure 3.

FIGURE J: GROUP INFORMATION ENVELOPE

This package contains: (Circle one)

GATB ACD CTBS Form _____ Level _____

From:

School District _____

School _____

Teacher's Name _____

Grade _____ No. Answer sheets in Pkg. _____

Package #_____ of _____ Packages

District # School #

___ ___ ___ ___ ___ ___

APPENDIX A

KENTUCKY DEPARTMENT OF EDUCATION

OFFICE OF RESEARCH AND PLANNING

APPLICATION FOR FREE TEST SCORING
1 9 8 1 - 8 2

PART 1: CTBS/S AND SFTAA

Please complete the appropriate section in order to indicate the desired extent of your district's participation in the Department of Education's Scoring Services during the 1981-82 school year. Application for scoring should be postmarked no earlier than September 5, 1981. They should be returned by December 15, 1981.

The CTBS/S and the SFTAA will be scored in the grade levels listed only during the months of September through March. The months of April, May, and June will be devoted to scoring tests for grades 3, 5, 7, and 10 as mandated by KRS 158.670.

Grade	Test	Level	Number of Tests To Be Scored	Month Tests will be* Delivered for Scoring
1	CTBS/S	_		
2	CTBS/S	_		
3**	CTBS/S and/or SFTAA	_		
4	CTBS/S and/or SFTAA	_		
5**	CTBS/S and/or SFTAA	_		
6	CTBS/S and/or SFTAA	_		
7**	CTBS/S and/or SFTAA	_		
8	CTBS/S and/or SFTAA	_		
9	CTBS/S and/or SFTAA	_		
10**	CTBS/S and/or SFTAA	_		
11	CTBS/S and/or SFTAA	_		
12	CTBS/S and/or SFTAA	_		

* Tests should be mailed or delivered by the last day of the month indicated.

** Districts should not administer CTBS/S or SFTAA between December and June in grades 3, 5, 7, and 10 because of Educational Improvement Program mandated testing in these grades.

KDE/MIC 1860-491 Approved 8/81

KENTUCKY DEPARTMENT OF EDUCATION

OFFICE OF RESEARCH AND PLANNING

APPLICATION FOR FREE TEST SCORING

1 9 8 1 - 8 2

PART 2: CTBS/U AND TCS

The CTBS/U and the TCS will be scored in the grade levels listed only during the month March during the 1981-82 school year. The months of April, May and June will be devoted to scoring tests for grades 3, 5, 7, and 10 as mandated by KRS 158.670. Districts DO NOT need to apply for spring mandated scoring in grades 3, 5, 7, and 10, since scoring will automatically be provided for everyone.

Grade	Test	Level	Number of Tests To Be Scored	Month Tests Will Be* Delivered For Scoring
1	CTBS/U	_	_____	_____
2	CTBS/U	_	_____	_____
3**	CTBS/U and/or TCS	_	_____	_____
4	CTBS/U and/or TCS	_	_____	_____
5**	CTBS/U and/or TCS	_	_____	_____
6	CTBS/U and/or TCS	_	_____	_____
7**	CTBS/U and/or TCS	_	_____	_____
8	CTBS/U and/or TCS	_	_____	_____
9	CTBS/U and/or TCS	_	_____	_____
10**	CTBS/U and/or TCS	_	_____	_____
11	CTBS/U and/or TCS	_	_____	_____
12	CTBS/U and/or TCS	_	_____	_____

* Tests should be mailed or delivered by the last day of the month indicated.

** Districts should not administer CTBS/U or TCS between December and June in grades 3, 5, 7, and 10 because of Educational Improvement Program mandated testing in these grades.

APPLICATION FOR FREE TEST SCORING

PART 3: ASSESSMENT OF CAREER DEVELOPMENT

Grade	Test	Number of Tests To Be Scored	Month Tests Will Be* Delivered for Scoring
8	ACD		
9	ACD		
10	ACD		
11	ACD		
12	ACD		

PART 4: GENERAL APTITUDE TEST BATTERY

Grade	Test	Number of Tests To Be Scored	Month Tests Will Be* Delivered for Scoring
9	GATB		
10	GATB		
11	GATB		
12	GATB		

* The ACD and GATB will not be scored during March, April, May, or June.

PART 5

Name of Test Coordinator

Telephone Number

Name of School District

Mailing Address

Signature of Superintendent

Date of Application

Return completed application to:
Clyde Caudill, Head
Office of Research & Planning
Test Scoring Services
KY Department of Education
Capital Plaza Tower
Frankfort, KY 40601
Phone: (502) 546-4394

Contact Person:
Scott Trimble, Director
Unit For Testing
Office of Research & Planning
KY Department of Education
Capital Plaza Tower
Frankfort, KY 40601
Phone: (502) 564-4394